

## Michael Drumm

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## Recruitment Skills

Experienced and adaptable with recruitment ATSS'  
Strong in sourcing candidates on multiple online CV databases  
Job specification editing and updating  
Recruitment fair participations - walk in interview experience  
Cold calling candidates  
Boolean string searches  
CV screening for rejection and review  
Database management  
Candidate management (progressing and regretting)  
Interview Preparation  
Salary negotiation  
Hiring plan exposure  
Weekly recruitment review meetings  
Time management  
Booking & Scheduling  
Candidate relocation assistance (PPS, Bank a/c, Safe Pass and accomodation)  
BD (Business Development - updating and removing clients from PSL)

## IT Skills

Microsoft Excel, Microsoft Word, Microsoft PP, Siteworks

## Education

September 2007 - September 2010

**Dublin Business School, Aungier street**

- Bachelor of Business Studies and Retail Management Degree

2003 - 2005

**Ballyfermot College of Further Education (BCFE)**

- Certificate of Unit Achievement 2003-2005

November 2014 - December - 2014

**Dublin TEFL IRELAND**

- Completed 140 hours of TEFL/TESOL training

## Experience

September 2020 - November 2020

### **Esmonde Developments Ltd - *Site Clerk***

- Site Inductions
- Perimeter fence walk - ensuring all fence clips in place and no disturbances
- Covid Compliant Officer on-site
- Ordering materials (Construction materials, Mechanical & Electrical parts, Stationary and Toiletries) via CMS, stock management software.
- Organization and management of construction company documents and procedures for easy access and reference use, Letter of offers, contracts of employment, safe pass certificates, manual handling certificates, trade certs/cards, H&S documentation, GA2's, RAMS and COVID Questionnaires.
- Room sign offs before the ceiling is closed off, ensuring pipework leading into the rooms and out are fire sealed whether it be mastic or fire batt. Light fixtures, Sprinkler systems all meeting spec from drawings. All screws above ceiling height are covered with seal.
- Ensuring the site was tidy and no hazards in place.
- Attended whiteboard meetings with company site manager and foreman of all trades on site for weekly progress and walkdowns.
- Snagging rooms using Siteworks and liaising with Foremen on Snag completion times.
- GDPR Compliant
- Computer literate with internal software packages and I have the ability to learn any new technology swiftly.
- Implemented and continuing to implement new ideas to ease the processes on the organisation and maintenance of project documentation in a structured fashion.

July 2019 - PRESENT

### **Mercury Engineering, Leixlip (Intel) - *Recruitment Specialist***

- Principal Recruitment Specialist for the largest project in the history of Ireland on an 8 billion euro project in Intel for a new Semiconductor Manufacturing Facility in Leixlip, Hospital project in Tallaght, The New Children's Hospital (NCH) in Rialto, Facebook Data Centre project in Cloness and a Pharmaceutical project in Dundalk.
- Direct dealings with all management on site: Mechanical and Electrical teams including Operations Managers, Contract Managers, Construction Managers, Assistant Construction Managers, Logistics Manager, Tool and Plant Manager, QA/QC Manager, H&S Sector Manager and H&S Trainer, Foremen, Doc Controllers, Package Leads and the Labour Coordinator.
- Weekly review of the recruitment plan with the Recruitment Manager, HR Business Partner and Project Director.

- Weekly meetings with the HR Manager on interviews and CV submittals, feedback from the Hiring Managers / Contract Managers and general updates on recruitment needs and concerns if any.
- Maintaining and updating of employee records on a shared drive containing letter of offers, contracts of employment, safe pass certificates, manual handling certificates, trade certs/cards and union membership details.
- Liaising with our visa agency (Newland and Chase) for costs and processes for candidates relocating from outside of the EU.
- Candidate relocation: Organization of PPS appointments, assistance and guidance of setting up of bank a/c's, organizing the booking of Safe Pass courses with partner training centres, accommodation assistance and the booking of security and start/induction dates on site.
- Execute the complete life cycle of the recruitment process, from identifying the candidates, the screening of cvs from agencies, direct sourcing and internal referrals, agency face to face meetings for recruitment needs and review of the recruitment plan.
- Preparing and managing multiple job roles from within Talent manager Mercury's internal database, publishing and editing jobs for Intel's and other projects mentioned according to the hiring plan. My responsibility was to ensure that each job advertisement is updated, attractive and categorised to the right business sector and project leader, me. Unpublishing advertisements if filled or if the positions were on hold for unexpected reasons.
- Providing an excellent candidate experience no matter the outcome of their application. Updating and maintaining information of candidate and client details such as phone numbers, email addresses, personal information, T & C's and main point of contact for each agency in the database.
- Candidate management in both the progressing and regretting of the application process
- Attending recruitment drives to create awareness of the companies recruitment needs across Ireland in participation with registration and walkin interviews.

August 2018 - April 2019

**Sigmar Recruitment, Dublin 2** – *Recruitment Consultant (Construction & Engineering)*

- Execute the complete life cycle of the recruitment process, from identifying the candidates, the screening by phone, candidate face to face meeting for interview preparation and follow-ups.
- Preparing and managing multiple job roles from within Arithon an internal database, publishing and editing client jobs on websites such as Indeed, IrishJobs, Monster and Careerstructure using Yourecruit. My responsibility was to ensure that each post is updated, attractive and if filled removed.
- Providing excellent customer service to both clients and candidates. Updating and maintaining information of clients and candidates details such as phone numbers, email addresses, T & C's and main point of contact for each company in the database.
- Using all available resources to search for candidates such as the internal database and

- websites like Indeed, IrishJobs, Monster and Careerstructure by filtering or Boolean strings and using initiative to generate more candidates.
- Building relationships with clients and candidates.
- CV screening and formatting.
- Meeting candidates for interview preparation.

June 2007 - Jun 2018

### **Skillspot, Murcia, Spain- *IT Recruitment Consultant***

- Execute the complete life cycle of the recruitment process, from identifying the candidates, the screening by phone and the and follow-ups. Preparation of ads for recruiting websites.
- Advertising of vacancies on several work sites and daily update of candidates through advertising, search and network selection curriculums, selection of candidates to interview and evaluate the candidates for our client profile.
- Providing excellent customer service to clients and candidates. Updating and maintaining information of clients and candidates in the database. Using all available
- resources to search for candidates such as an internal database, Internet sites, cold calling and various recruitment practices.
- Worked closely with management / clients to fully understand the position requirements, negotiations and understand the fluctuations of market rates. Organization of interviews and preparation of candidates for interviews.
- Roles recruited for: Frontend and Backend Developers, Full Stack Developers, UX UI Design, .Net Developers, Java Developer, JavaScript Developer, PHP Developer etc.

September 2015 - May 2017

### **Speak Your Mind, Murcia, Spain- *English Teacher***

- Taught English to all age groups, from children, teenagers and adults.
- Followed the Speak Your Mind method.
- Worked with classes B1-B2-C1 with the Cambridge method (Reading, Speaking and Listening).
- Cambridge exam preparation and intensive studies
- Took part in the mock exams once a month on Saturday mornings. Preparing and correcting and grading completed exams.

September 2014 - May 2015

### **Native English Academy, Murcia, Spain- *English Teacher***

- Taught English to all age groups, from children, teenagers and adults.
- Worked with classes B1-B2 using the Cambridge method (Reading, Speaking and Listening).
- Cambridge exam preparation, intensive studies
- Took part in the mock exams. (Preparation of exams and grading completed exams)

July 2011 - January 2014

### **Vodafone, Liffey Valley- *Sales Agent***

- Providing existing and new customers with quality customer service.
- Passionate in selling mobile phones, a range of wireless products, home landline, fixed broadband and car and different types of accessories.
- Built a strong rapport with all new and returning customers.
- Meet and exceed a quota for sales for individual and overall store targets.
- Assisting customers in troubleshooting their products and instructing customers on their proper use.
- Attention to detail at all times especially when dealing with cash and contracts.
- Dealing with difficult customers and attempting to mediate a satisfactory conclusion and handling volatile situations.
- Extensive experience in Microsoft Office programs including but not limited to: Outlook Express, Word, Powerpoint, Excel, Adobe acrobat and others.

September 2007 - September 2010

### **Lidl, Leixlip- *Deputy Store Manager***

- Training and development, performance management, planning and providing tasks, planning rosters for staff 3 weeks in advance.
- Store operations: management of profits and loss, facility management, safety and security, loss prevention and cost cutting and most importantly hitting store targets on monthly basis.
- Product management: ordering, receiving, price changes, handling damaged products, stock orientation and ensuring 100% availability of all products for customers, opening and closing the store and dealing with staff issues that may arise
- Problem solving under a constant pressure on busy peaks.
- Liaising with Store manager and District manager
- Maintaining excellent customer service, interaction and assistance, Customer is key

## **Awards**

**Awarded for customer service - Vodafone**